

(Add Agency Letterhead)

## Body Art Establishment Inspection Form

Name of Establishment:	
Address of Establishment:	Tel.# (      )      -
Establishment Owner(s) Name(s):	
Owner(s) Address:	Tel.# (      )      -

Inspector Name:	
Inspection Date:	Time: Begin:      — am      — pm End:      — am      — pm
Type of Establishment: — Tattoo                      — Piercing	
Reason for Inspection: — Pre-Operative Inspection      — Annual Inspection      — Reinspection — Complaint Investigation      — Injury Report Investigation	

Key:	
<b><u>Viol column:</u></b>	“X” indicates a <b>violation</b> of the Body Art Regulations
<b><u>Reinspection Info column:</u></b>	Includes date(s) reinspection was conducted and notation to indicate the violation was or was not in compliance with the Body Art Regulations upon reinspection.

Inspector signature: \_\_\_\_\_ Date: \_\_\_\_\_

Operator signature: \_\_\_\_\_ Date: \_\_\_\_\_

REGULATION	VIOL	COMMENTS	REINSPECTION INFO
<b>Posting:</b>			
Postings are prominently displayed			
Disclosure statement			
Name, address and phone number of BOH			
Emergency plan: -police, fire, EMS contacts -working employee/client phone			
Occupancy permit			
Valid establishment permit			
Valid practitioner(s) permit(s)			
<b>Recordkeeping:</b>			
Records accessible to BOH			
Exposure Incident Report (kept permanently)			
Establishment Information: (kept for 3 yr. minimum) -name,address, hrs. of operation -body art procedures -inventory list (jewelry, instruments) -MSDS -waste hauler manifests -commercial biological monitor tests -Body Art Regulation			
Employee Information: (kept for 3 yr. minimum) - legal name,address, tel #, DOB - exact duties - ID photograph - dates of employment - practitioner hepatitis B info - training records			

<p>Client Information</p> <ul style="list-style-type: none"> <li>-name, address</li> <li>-valid photo ID with age</li> <li>-date, type, location and practitioner of procedure</li> <li>-health history and consent form</li> <li>-copy of guardian ID</li> </ul>			
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REGULATION	VIOL	COMMENTS	REINSPECTION INFO
<b>Recordkeeping (cont'd)</b>			
Exposure Control Plan			
Autoclave manufacturer's instructions available			
Monthly autoclave spore destruction tests available			
<b>Physical Facility- Overall:</b>			
Walls, floors and ceilings smooth, durable and clean			
Establishment space -separate from non-establishment space (e.g., habitable areas)			
Client waiting area -separate from body art activity areas			
No animals except: - service animals -fish aquariums in non-procedural areas			
Free of insect and/or rodent infestation			
Adequate ventilation			
Adequate lighting -20 foot candles 3 feet off floor			
Toilet room (1 at minimum unless in shopping center): -toilet -sink with hot/cold water under pressure -toilet paper, liquid soap, paper towels in fixed dispensers -waste receptacle: covered, foot operated.			
Public water supply protected with back flow preventor			
Solid waste: -stored in covered, leak-proof, rodent resistant containers -removed weekly at minimum			
Janitorial sink -adequate size -hot/cold water under pressure			

REGULATION	VIOL	COMMENTS	REINSPECTION INFO
<b>Physical Facility- Overall (cont'd):</b>			
Instrument cleaning area present and: -autoclave area at least 36 inches from ultrasonic cleaning unit - sharps container present adequate lighting: 20 foot candles 3 feet off floor - GFCI protected outlets			
Instrument storage area -clean, dry, covered containers -secure area; instruments only			
<b>Physical Facility- Procedure Area:</b>			
Procedure surfaces smooth, durable and easy to clean and sanitize			
Client chairs/benches, easy to clean and sanitize			
45 sq. feet per practitioner			
Dividers between work stations			
Adequate lighting -100 foot-candles: procedure level, sharp and instrument assembly level			
GFCI protected outlets			
Hand sink at each station -hot/cold water under pressure -liquid soap in fixed dispenser -disposable paper towels in fixed dispenser			
Sharps container present			
Waste receptacle: -covered, foot operated -emptied daily			
No practitioner smoking, eating, or drinking			
Fluids offered to clients are non-alcoholic			

REGULATION	VIOL	COMMENTS	REINSPECTION INFO
<b>Single Use Items:</b>			
All products applied to skin are one client use and disposed of: - hollow bore, needles with cannula -stencils, gauze, razors, etc. - ink, dye, pigment and individual containers			
Sharps disposed into approved sharps container			
<b>Sanitation and Sterilization:</b>			
Ultrasonic cleaning unit present and working -must be FDA approved			
Autoclave present and working, if non-disposable instruments are used - must be FDA approved			
Autoclave is: -clean -located away from workstations and public areas			
Non-disposable instruments are: - Cleaned, processed in ultrasonic unit - packed individually in sterilizer packs - sterilized by steam autoclave			
Sterilizer packs have: - temperature/sterilizer indicator - expiration date- not exceed 6 months.			
Sterilizer packs intact, no breach			
Disposable medical gloves available			
Practitioners wear gloves for handling instruments			
Reusable cloth items, after each use: -mechanically washed -mechanically dried			
Reusable cloth items with bodily fluids: - washed at 160°F or 120°F with chlorine			
<b>Standards of Practice:</b> (review with Practitioner(s))			
Practitioners perform body art procedures according to CDC Universal Precautions.			

REGULATION	VIOL	COMMENTS	REINSPECTION INFO
<b>Standards of Practice (cont'd):</b> (review with Practitioner(s))			
Practitioners: -maintain personal cleanliness, wear clean clothes. -are free of skin rash or infection			
Practitioners refuse service: - clients under the influence - tattooing, branding, scarification of clients under 18 yrs.			
Ear piercing systems used on ear lobe only.			
Practitioners wash hands with hot water and soap prior to glove application/ procedure.			
Practitioners wear single-use gloves during procedure: -gloves changed when torn or contaminated			
Instruments contaminated during procedure are replaced			
Client skin preparation: -free of visible infection -cleaned			
Practitioners use inks, dyes, pigments, needles, all other equipment : -manufactured for body art procedures only -according to manufacturer's instructions			
Aftercare instructions provided to client			
<b>Other:</b>			

**Additional comments:** \_\_\_\_\_